

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-122-2021
Company Name	TALACO GROUP
Industry	
Vacancy	Administrative Assistant
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full time
Major(s)	Business Administration - Management
Degree	BA
Years of Experience	2 to 4 years
Location	Raouche
Remuneration & Benefits	
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Role: <ul style="list-style-type: none"> <li>- Organize and schedule meetings</li> <li>- Prepare meeting agendas, take minutes when needed</li> <li>- Prepare communications, such as memos, emails, invoices, reports and other correspondence</li> <li>- Write and edit documents from letters to reports and legal documents</li> <li>- Prepare and deliver monthly reports</li> <li>- Answer phones and greet visitors</li> <li>- Create and maintain filing systems, both electronic and physical</li> </ul> </li> <li>• Excellent English</li> <li>• Excellent follow up</li> <li>• Proficient in Microsoft Office (Word, Power point Excel)</li> <li>• Typing: English &amp; Arabic</li> </ul>